SUPERVISOR

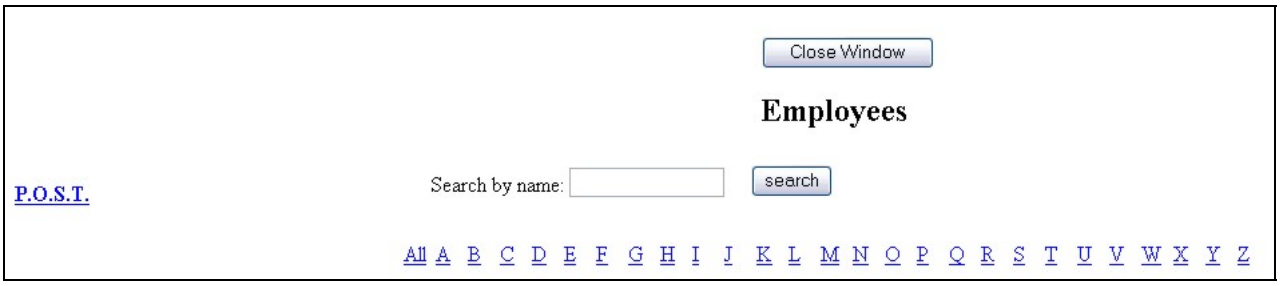
NOTE: In order to have the Supervisor role on the ETMS, your Profile has to reflect a supervisory classification and at least one Employee has to select you as their Supervisor in their profile. It takes four to six weeks for a classification change to occur on the ETMS.

OVERVIEW: As a Supervisor, you will have all the functions of an Employee (see Employee Help Files).

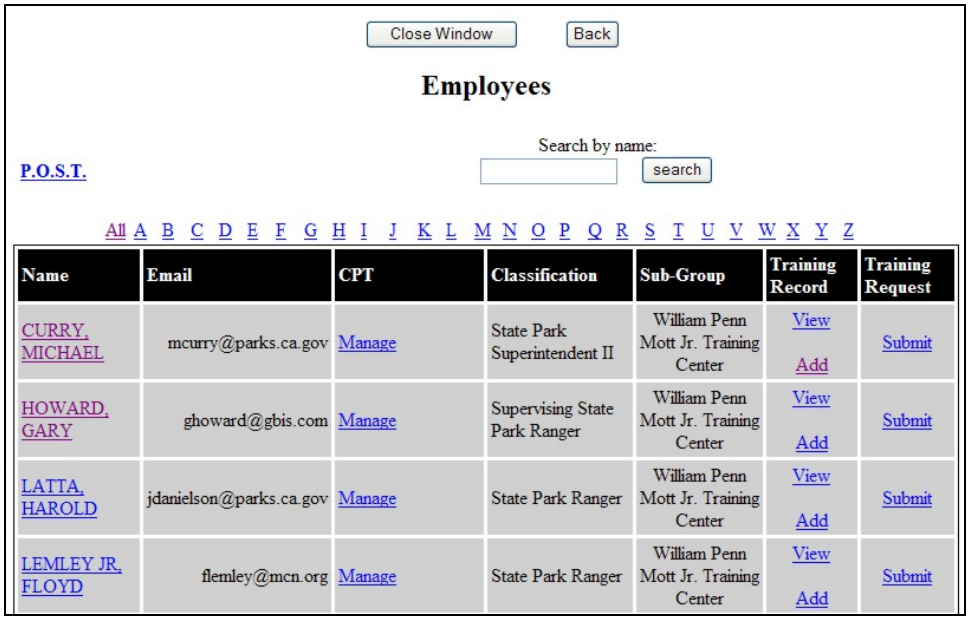
The Supervisor Role will allow you to manage the Training Requirements of all Employees who have selected them as their Primary or Alternate Supervisor. There are three additional tasks on the Supervisor's Home Page, the Supervisor drop down menu, the Training Request Management Bar and the Course Leader Management Bar.

I. SUPERVISOR DROP DOWN MENU: By placing the mouse on the [Supervisor] link, five management tasks will appear on a drop down menu: Employee, Evaluation(s), Program(s)-Employee, Record Correction and Reports. The drop down menu will look similar to this:

A. Employee: By clicking the Employee link within the drop down menu, a page will appear that will look similar to this:



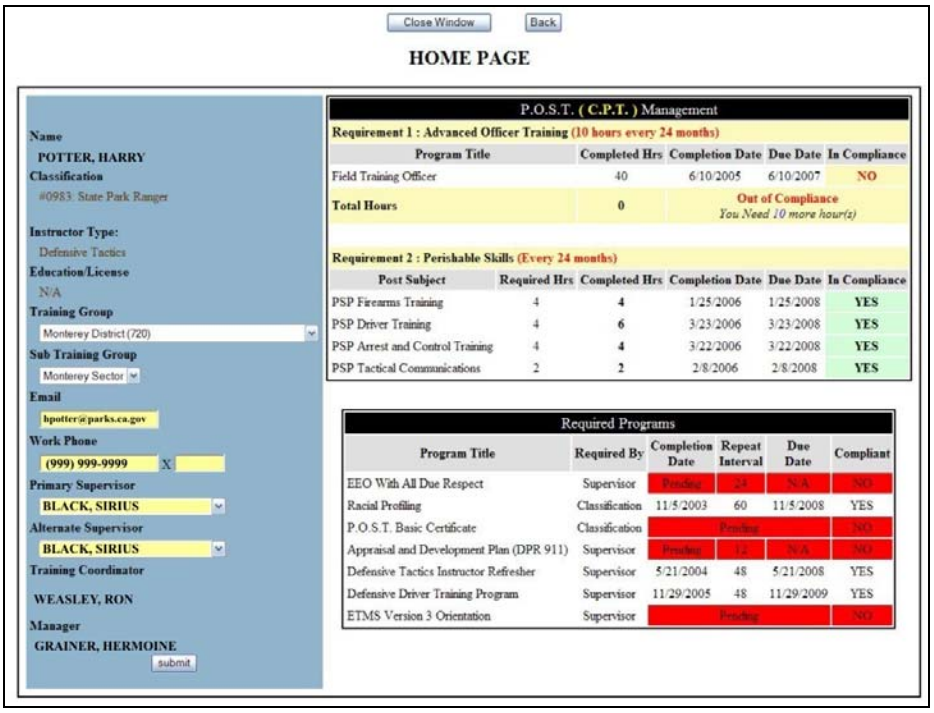
1. **Employee Listing**: The Supervisor can search for an Employee based on a keyword or A-Z listing. To search by a keyword, type in the first or last name and click **search**. The screen will look similar to this:



Name	Email	CPT	Classification	Sub-Group	Training Record	Training Request
CURRY, MICHAEL	mcurry@parks.ca.gov	Manage	State Park Superintendent II	William Penn Mott Jr. Training Center	View Add	Submit
HOWARD, GARY	ghoward@gbis.com	Manage	Supervising State Park Ranger	William Penn Mott Jr. Training Center	View Add	Submit
LATTA, HAROLD	jdanielson@parks.ca.gov	Manage	State Park Ranger	William Penn Mott Jr. Training Center	View Add	Submit
LEMLEY JR, FLOYD	flemley@mcn.org	Manage	State Park Ranger	William Penn Mott Jr. Training Center	View Add	Submit

NOTE: Review your Employee listing to insure that all Employees are listed and are in the correct Sub-Group. Any missing Employee needs to update their profile.

a. **Home Page**: To view the details of an Employee's Home Page, click the Employee's name. The Supervisor will be presented with a screen that will allow them to edit the Employee's profile and view required training program compliance. The screen will look similar to this:



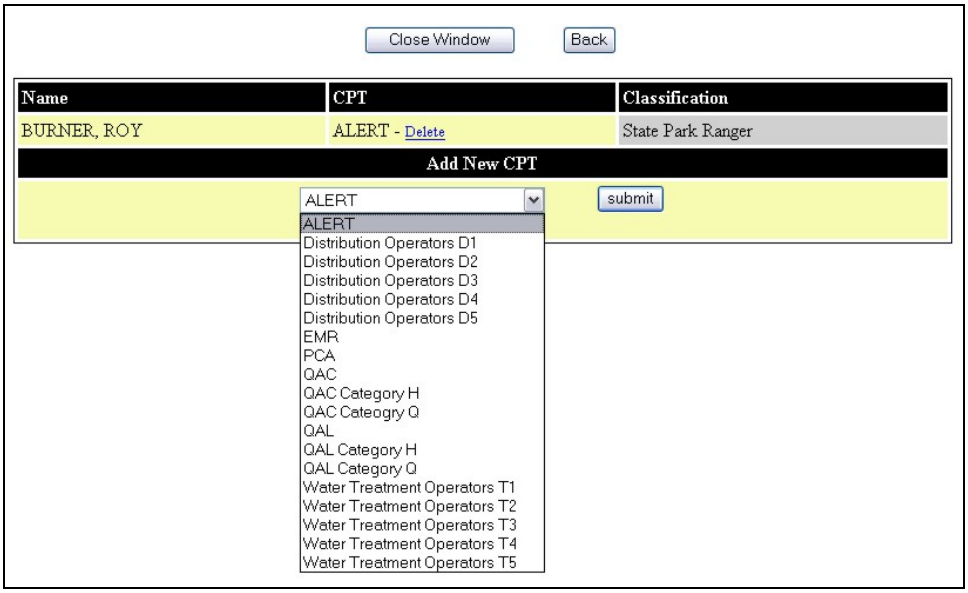
(1) **Edit Employee's Profile**: To edit the information in an Employee's Profile do the following:
   (a) **Training Group**: To change the Employee's Training Group, select the new Training Group from the drop down menu. This allows the system to load the Sub-Groups and Supervisors.
   (b) **Sub-Group**: To select, click the down arrow and select the appropriate Sub-Group or select N/A if not assigned to a Sub-Group.
   (c) **Supervisor(s)**: Select the Supervisor from the drop down menu as Primary and a different name as Alternate if applicable. If the Employee does not have an Alternate Supervisor, select the same name for both Primary and Alternate.
   (d) **Email**: Enter the Employee's current email address.
   (e) **Work Phone**: Enter the Employee's current work phone number.
   (f) **Submit**
   (g) **Back**: Click the back button to return to Employee listing.

(2) **Required Training Programs**: From the Employee listing, click the name link to view required training programs and compliance in the following areas.
   (a) **P.O.S.T. Management**, if applicable.
   (b) **Required Programs**, if applicable.

(c) **Continual Professional Training (CPT) Management**, if applicable.
[1] Click the YES/NO link to view compliance details.

b. **Continual Professional Training (CPT)**: Supervisors have the ability to manage CPT for their Employees.

(1) **Add CPT**: Click the Manage link and choose the type of Certification from the drop down menu and click **submit**. The screen will look similar to this:



(a) Certification will now appear in the CPT column on the Employee list and on the Employee's Home Page under Continual Professional Training (CPT) Management.

(2) **Delete CPT**: To delete a Certification that is no longer required, click the Manage link and then Delete link next to the certification.

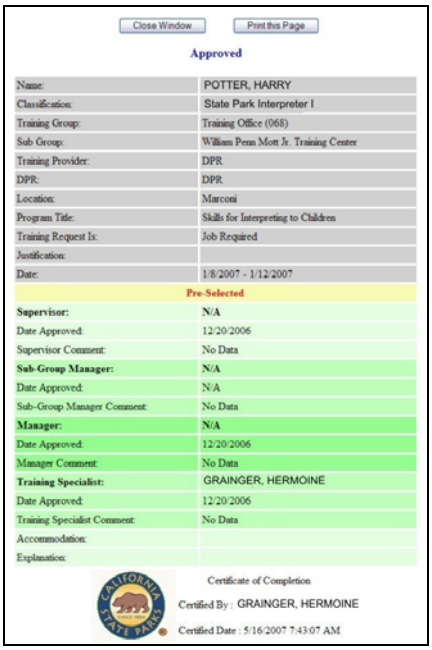
NOTE: If the Continual Professional Training Certification for your Employee is not on the drop down menu, contact the System Administrator to add additional certifications.

c. **Employee Training Record**:

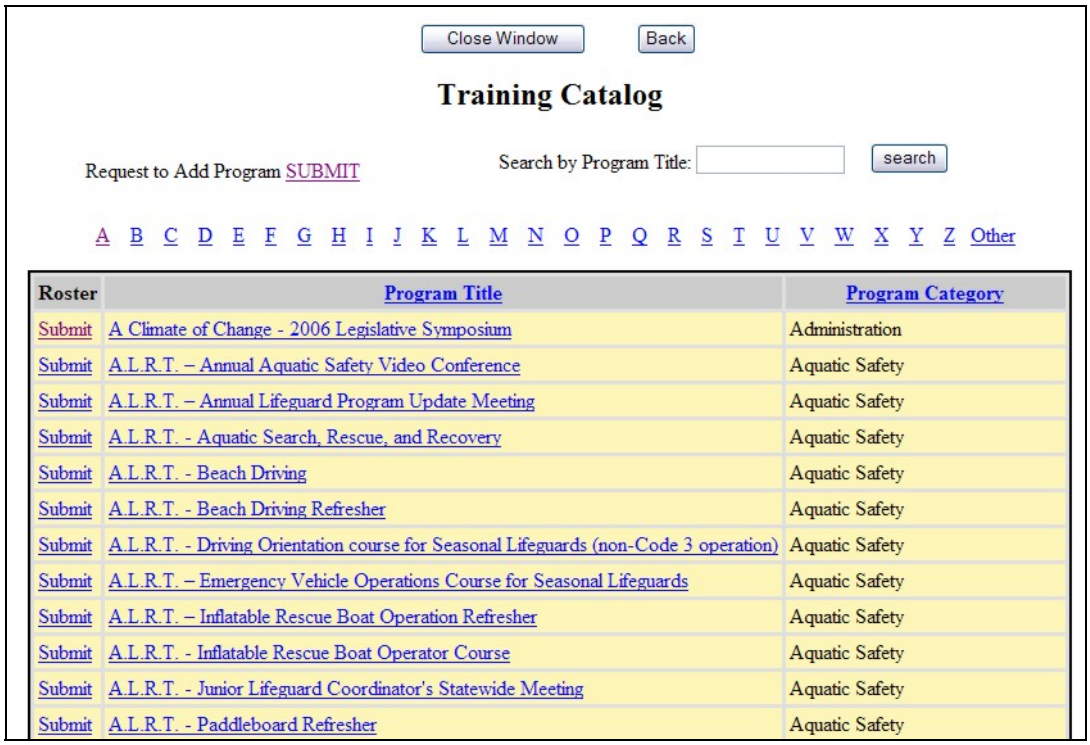
(1) **View**: To view the Employee's Training Record, click the View link in the Training Record column. This screen will list all training programs and instructor hours that have been added to the ETMS. The screen will look similar to this:

NOTE: Training records prior to year 2000 are stored in hard copy at the Mott Training Center.

(a) **Program Title**: If the program title has a hyperlink, you can click this link to view details of the Training Request. This screen can be printed and included with a Travel Expense Claim for reimbursement. The screen will look similar to this:

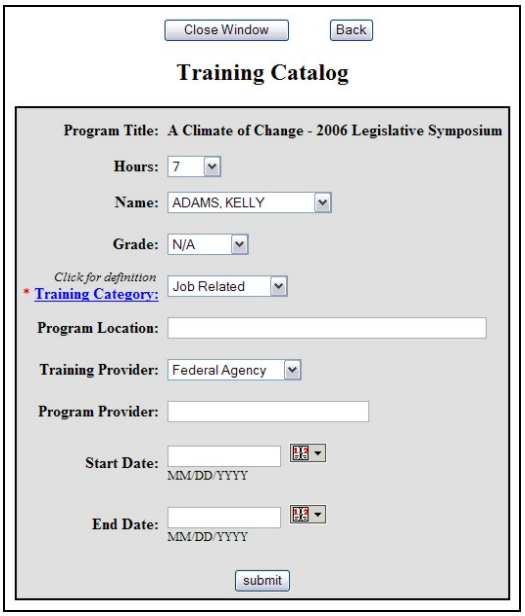


(2) **Add**: To add a program to an Employee's Training Record, click the Add link in the Training Record column. A list of all programs in the Training Catalog will be presented in an A-Z listing or search by program title. The screen will look similar to this:

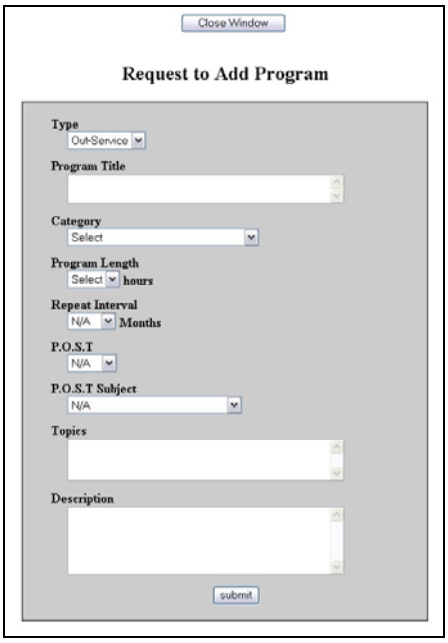


Roster	Program Title	Program Category
Submit	A Climate of Change - 2006 Legislative Symposium	Administration
Submit	A.L.R.T. – Annual Aquatic Safety Video Conference	Aquatic Safety
Submit	A.L.R.T. – Annual Lifeguard Program Update Meeting	Aquatic Safety
Submit	A.L.R.T. - Aquatic Search, Rescue, and Recovery	Aquatic Safety
Submit	A.L.R.T. - Beach Driving	Aquatic Safety
Submit	A.L.R.T. - Beach Driving Refresher	Aquatic Safety
Submit	A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation)	Aquatic Safety
Submit	A.L.R.T. – Emergency Vehicle Operations Course for Seasonal Lifeguards	Aquatic Safety
Submit	A.L.R.T. – Inflatable Rescue Boat Operation Refresher	Aquatic Safety
Submit	A.L.R.T. - Inflatable Rescue Boat Operator Course	Aquatic Safety
Submit	A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting	Aquatic Safety
Submit	A.L.R.T. - Paddleboard Refresher	Aquatic Safety

(a) Click the Submit link in the Roster column and complete the required information and **submit**. The page will look similar to this:

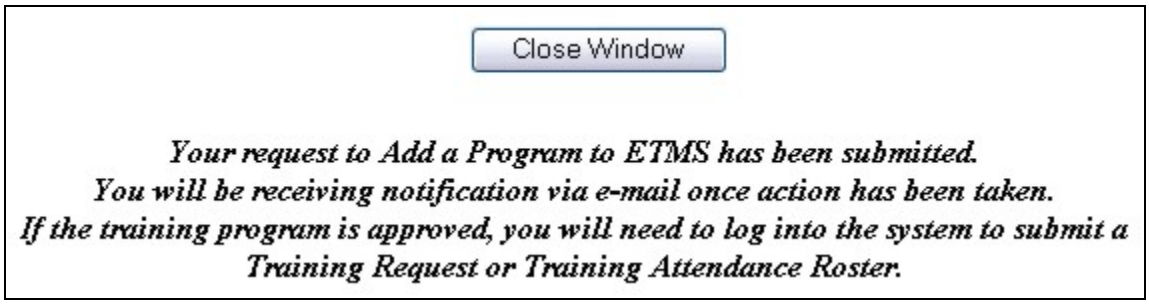


(b) In order to submit a Training Request, the training program must be listed in the Training Catalog. If the program does not exist in the Training Catalog, you have the ability to request that the program be added to the Training Catalog. By clicking the SUBMIT link, the **Request to Add Program** screen will appear in a pop up window. Complete all required fields and **submit**. The screen will look similar to this:

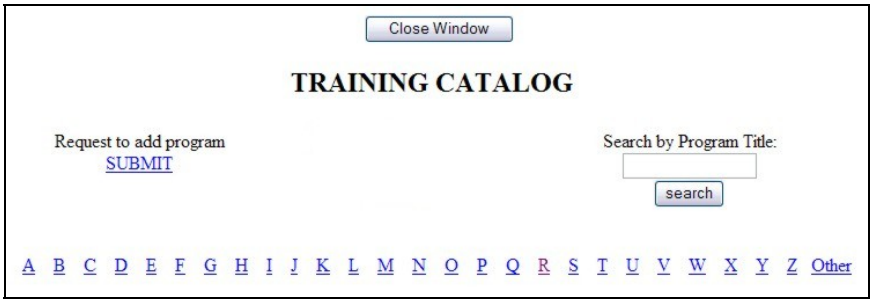


(c) Once you click the **submit** button, this request will be sent to the System Administrator for approval action and

inclusion into the Training Catalog. The screen will look similar to this:



d. **Training Request**: To submit a Training Request for an Employee, click the Submit link in the Training Request column. This will display the current Training Catalog. The screen will look similar to this:



(1) **Training Catalog**: The Supervisor can locate a program in the Training Catalog based on a keyword or an A-Z listing. To search by a keyword, type in the keyword and click **search**. The screen will look similar to this:

Close Window Back

TRAINING CATALOG

Request to add program
SUBMIT

Search by Program Title:
search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Training Request	Type	Program Title	Category
Submit	Out-Service	A Climate of Change - 2006 Legislative Symposium	Administration
View Schedule	In-Service	A.L.R.T. - Advanced Watercraft Rescue Training (PWC)	Aquatic Safety
Submit	Out-Service	A.L.R.T. – Annual Aquatic Safety Video Conference	Aquatic Safety
Submit	Out-Service	A.L.R.T. – Annual Lifeguard Program Update Meeting	Aquatic Safety
View Schedule Submit	Both	A.L.R.T. - Aquatic Search, Rescue, and Recovery	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Beach Driving	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Beach Driving Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation)	Aquatic Safety
Submit	Out-Service	A.L.R.T. – Emergency Vehicle Operations Course for Seasonal Lifeguards	Aquatic Safety
Submit	Out-Service	A.L.R.T. – Inflatable Rescue Boat Operation Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Inflatable Rescue Boat Operator Course	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Paddleboard Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. – Paddleboard Rescue	Aquatic Safety

(a) Click the Program Title link to view the details of the program from the Training Catalog.

(b) Training Request column.

[1] To complete an Out-Service Training Request click the Submit link, an **Out-Service Training Request** will appear; complete all required fields and **submit**. The screen will look similar to this:

[2] To complete an In-Service Training Request click the View Schedule link, the dates from the current training schedule for the program will appear. If "No Data" is listed, the program has not been scheduled and a Training Request can not be submitted at this time. The screen will look similar to this:

Training Request	Type	Program Title	Category
Submit	Out-Service	P.A.S Device Training	Public Safety
Submit	Out-Service	P.O.S.T Basic SWAT	Public Safety
View Schedule Submit	Both	P.O.S.T. Academy Instructor Certificate Course Group 6 6/17/2007 - 6/22/2007 (Mott Training Center)	Instructor Training
Submit	Out-Service	P.O.S.T. Assertive Supervision Course	Administration
View Schedule	In-Service	P.O.S.T. Basic Certificate	Public Safety
Submit	Out-Service	P.O.S.T. Basic Narcotics Investigations (CD-ROM)	Public Safety
Submit	Out-Service	P.O.S.T. Basics of Technical Search Equipment & Operations B, S&K 88	Public Safety
Submit	Out-Service	P.O.S.T. Communication: Keeping Your Edge (CD-ROM)	Public Safety
Submit	Out-Service	P.O.S.T. Death Investigation	Public Safety
Submit	Out-Service	P.O.S.T. Dignitary Security	Public Safety

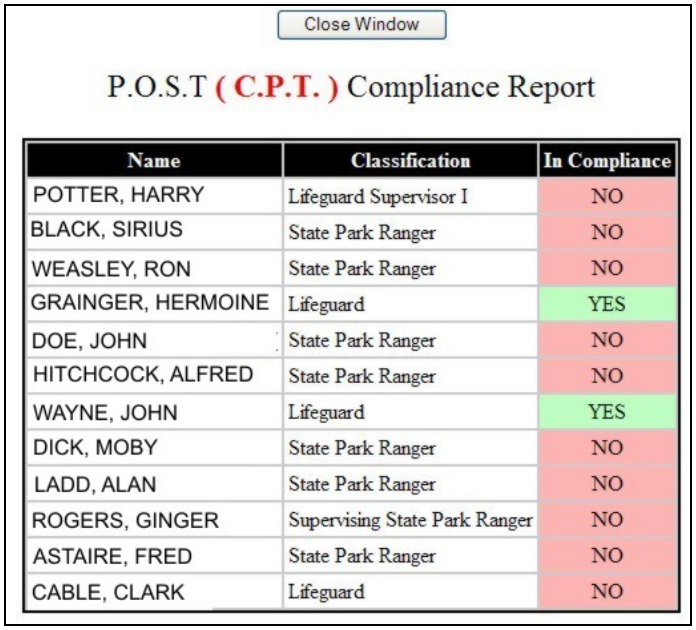
[a] To sign up for the program, click the Program Date link and the **In-Service Training**

Request will appear. Complete the required fields and click **submit**. The screen will look similar to this:

(2) **Request to Add Program**: If the program does not exist in the Training Catalog, the Supervisor has the ability to add the program by clicking the Request to Add Program SUBMIT link.

e. **P.O.S.T. Compliance**: To access the P.O.S.T. Compliance Report, click the Employee link within the drop down menu, a page will appear that will look similar to this:

By clicking the P.O.S.T. link, a Compliance Report will appear for all State Park Peace Officers assigned to the Supervisor and the status of their P.O.S.T. training. The screen will look similar to this:

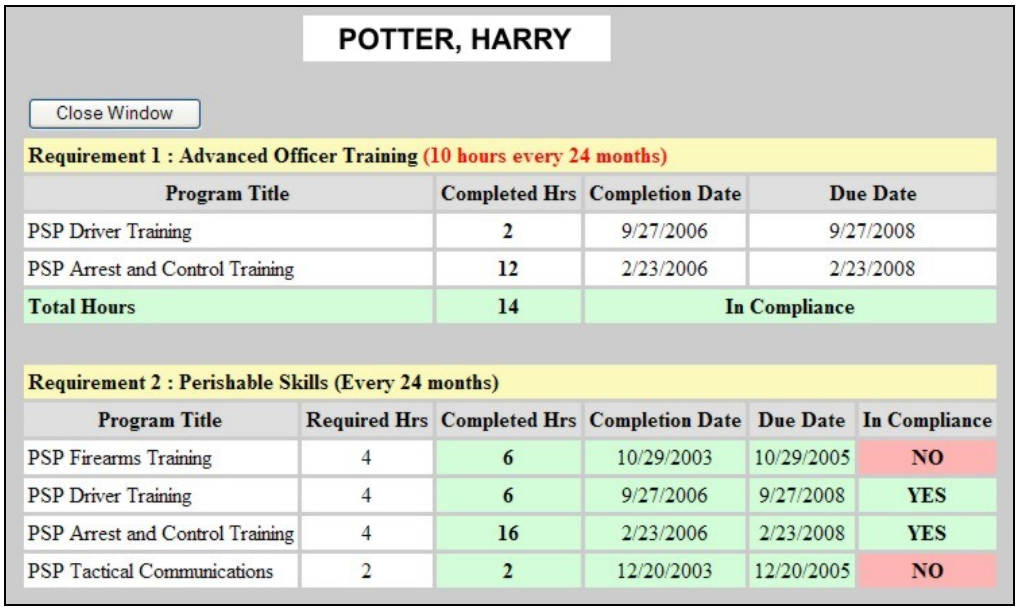


Close Window

P.O.S.T (C.P.T.) Compliance Report

Name	Classification	In Compliance
POTTER, HARRY	Lifeguard Supervisor I	NO
BLACK, SIRIUS	State Park Ranger	NO
WEASLEY, RON	State Park Ranger	NO
GRAINGER, HERMOINE	Lifeguard	YES
DOE, JOHN	State Park Ranger	NO
HITCHCOCK, ALFRED	State Park Ranger	NO
WAYNE, JOHN	Lifeguard	YES
DICK, MOBY	State Park Ranger	NO
LADD, ALAN	State Park Ranger	NO
ROGERS, GINGER	Supervising State Park Ranger	NO
ASTAIRE, FRED	State Park Ranger	NO
CABLE, CLARK	Lifeguard	NO

(1) To see the specific details of an Employee's Compliance Report, click the Employee's name and you will be linked to their P.O.S.T. Management screen. The screen will look similar to this:



POTTER, HARRY

Close Window

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

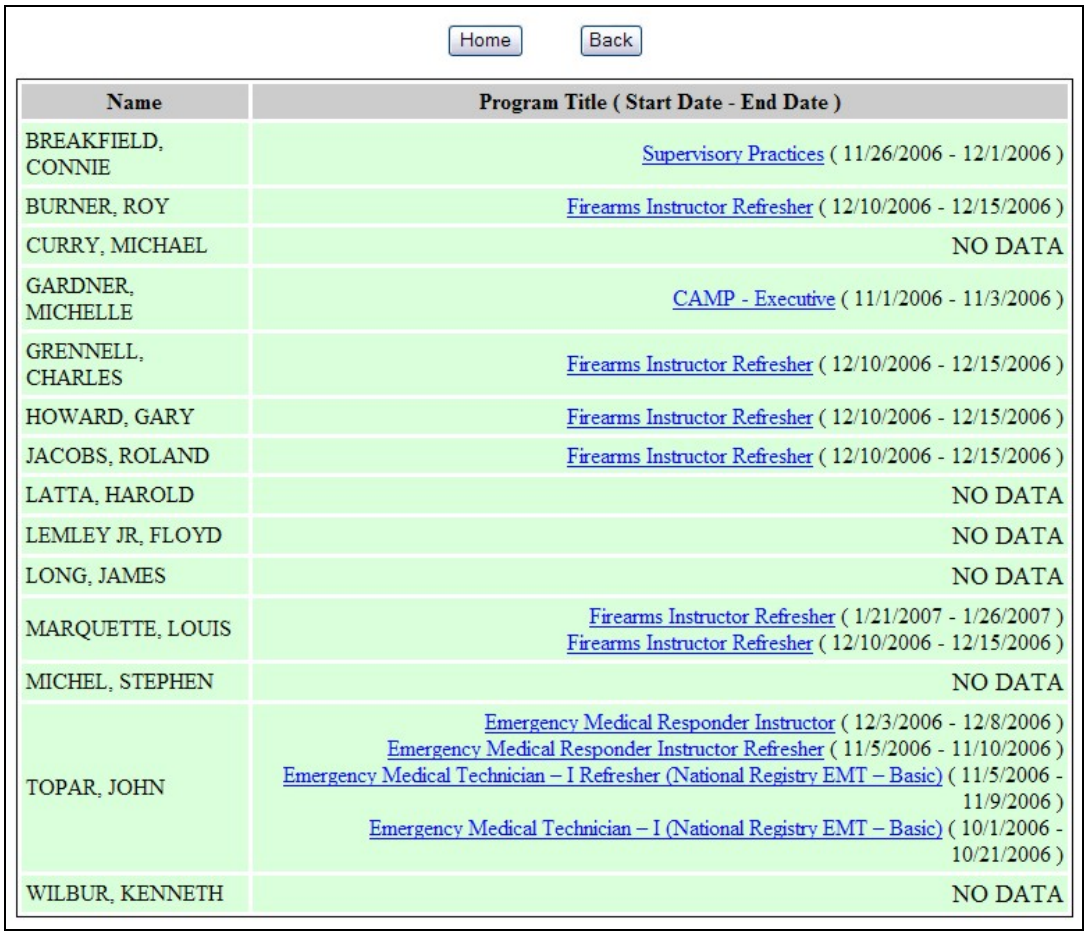
Program Title	Completed Hrs	Completion Date	Due Date
PSP Driver Training	2	9/27/2006	9/27/2008
PSP Arrest and Control Training	12	2/23/2006	2/23/2008
Total Hours	**14**	**In Compliance**	

Requirement 2 : Perishable Skills (Every 24 months)

Program Title	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	6	10/29/2003	10/29/2005	NO
PSP Driver Training	4	6	9/27/2006	9/27/2008	YES
PSP Arrest and Control Training	4	16	2/23/2006	2/23/2008	YES
PSP Tactical Communications	2	2	12/20/2003	12/20/2005	NO

NOTE: It is the Supervisor's responsibility to insure that their Employees are in compliance at all times.

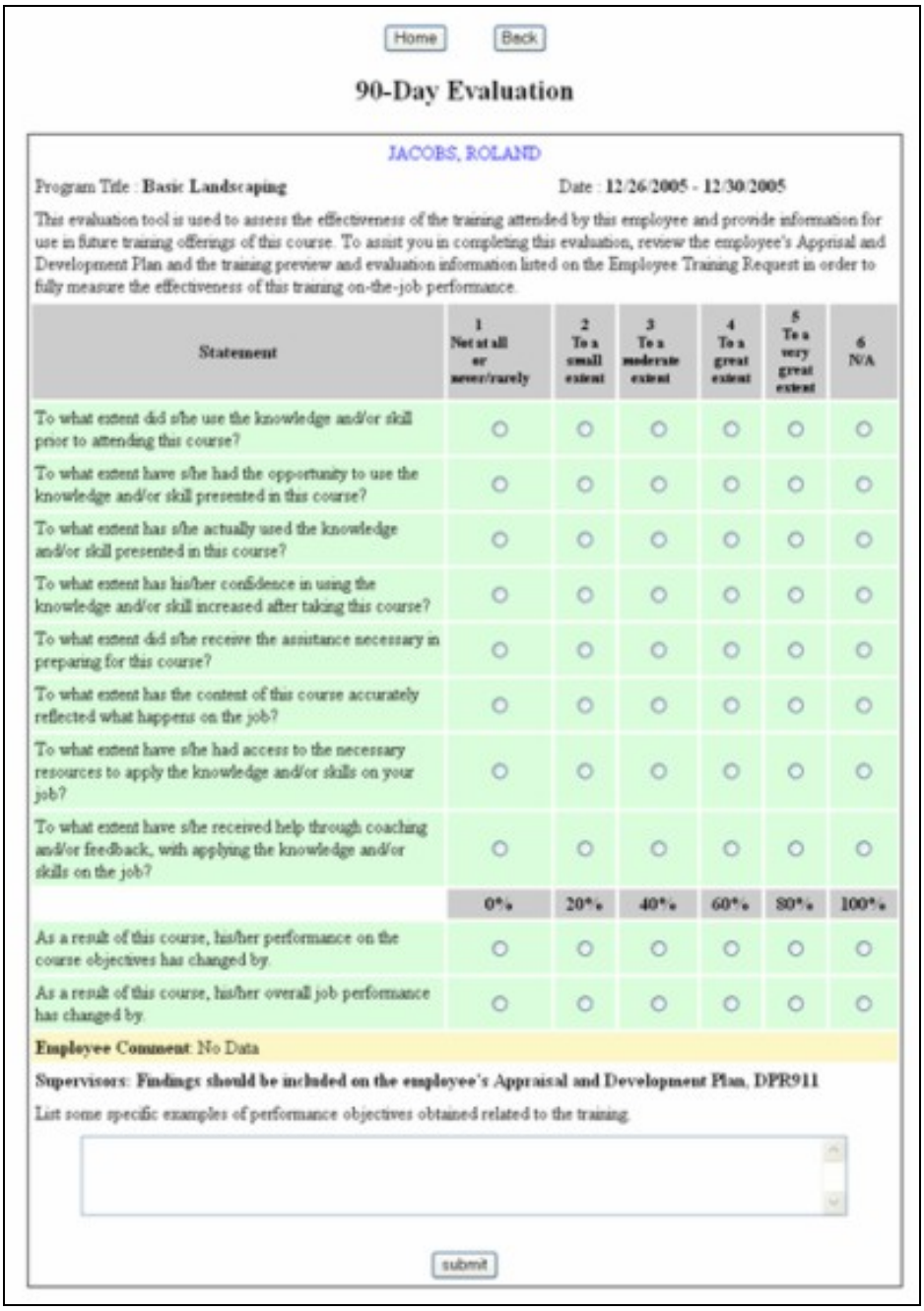
B. **Evaluation(s)**: The **90-Day Evaluation** process is intended to provide a bridge between classroom instruction and on-the-job application of training. The information obtained through this process will assist the Employee, Supervisor, and Training Center in providing a return on the training investment. By clicking on Evaluation(s) link within the Supervisor drop down menu, a screen will appear that will look similar to this:



Name	Program Title (Start Date - End Date)
BREAKFIELD, CONNIE	Supervisory Practices (11/26/2006 - 12/1/2006)
BURNER, ROY	Firearms Instructor Refresher (12/10/2006 - 12/15/2006)
CURRY, MICHAEL	NO DATA
GARDNER, MICHELLE	CAMP - Executive (11/1/2006 - 11/3/2006)
GRENNELL, CHARLES	Firearms Instructor Refresher (12/10/2006 - 12/15/2006)
HOWARD, GARY	Firearms Instructor Refresher (12/10/2006 - 12/15/2006)
JACOBS, ROLAND	Firearms Instructor Refresher (12/10/2006 - 12/15/2006)
LATTA, HAROLD	NO DATA
LEMLEY JR, FLOYD	NO DATA
LONG, JAMES	NO DATA
MARQUETTE, LOUIS	Firearms Instructor Refresher (1/21/2007 - 1/26/2007) Firearms Instructor Refresher (12/10/2006 - 12/15/2006)
MICHEL, STEPHEN	NO DATA
TOPAR, JOHN	Emergency Medical Responder Instructor (12/3/2006 - 12/8/2006) Emergency Medical Responder Instructor Refresher (11/5/2006 - 11/10/2006) Emergency Medical Technician – I Refresher (National Registry EMT – Basic) (11/5/2006 - 11/9/2006) Emergency Medical Technician – I (National Registry EMT – Basic) (10/1/2006 - 10/21/2006)
WILBUR, KENNETH	NO DATA

1. **90-Day Evaluation**: To complete the **90-Day Evaluation**, click the Program Title link in the Program Title column. The screen will look similar to this:

   NOTE: Before completing, the Supervisor should meet with their Employee to discuss the steps that were taken to apply this training at the workplace.



Home Back

90-Day Evaluation

JACOBS, ROLAND

Program Title : **Basic Landscaping** Date : **12/26/2005 - 12/30/2005**

This evaluation tool is used to assess the effectiveness of the training attended by this employee and provide information for use in future training offerings of this course. To assist you in completing this evaluation, review the employee's Appraisal and Development Plan and the training preview and evaluation information listed on the Employee Training Request in order to fully measure the effectiveness of this training on-the-job performance.

Statement	1 Not at all or never/rarely	2 To a small extent	3 To a moderate extent	4 To a great extent	5 To a very great extent	6 N/A
To what extent did s/he use the knowledge and/or skill prior to attending this course?	○	○	○	○	○	○
To what extent have s/he had the opportunity to use the knowledge and/or skill presented in this course?	○	○	○	○	○	○
To what extent has s/he actually used the knowledge and/or skill presented in this course?	○	○	○	○	○	○
To what extent has his/her confidence in using the knowledge and/or skill increased after taking this course?	○	○	○	○	○	○
To what extent did s/he receive the assistance necessary in preparing for this course?	○	○	○	○	○	○
To what extent has the content of this course accurately reflected what happens on the job?	○	○	○	○	○	○
To what extent have s/he had access to the necessary resources to apply the knowledge and/or skills on your job?	○	○	○	○	○	○
To what extent have s/he received help through coaching and/or feedback, with applying the knowledge and/or skills on the job?	○	○	○	○	○	○
	0%	20%	40%	60%	80%	100%
As a result of this course, his/her performance on the course objectives has changed by:	○	○	○	○	○	○
As a result of this course, his/her overall job performance has changed by:	○	○	○	○	○	○

Employee Comment: No Data

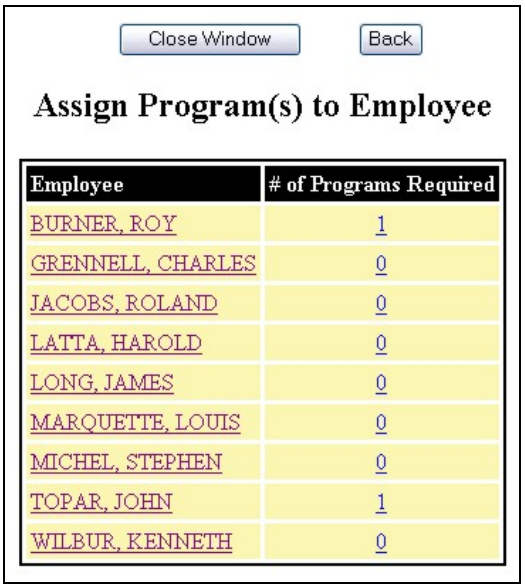
Supervisors: Findings should be included on the employee's Appraisal and Development Plan, DPR911

List some specific examples of performance objectives obtained related to the training.

submit

   a. Complete all required fields and **submit**.
      (1) **Employee Comment**: The Employee Comment is included.

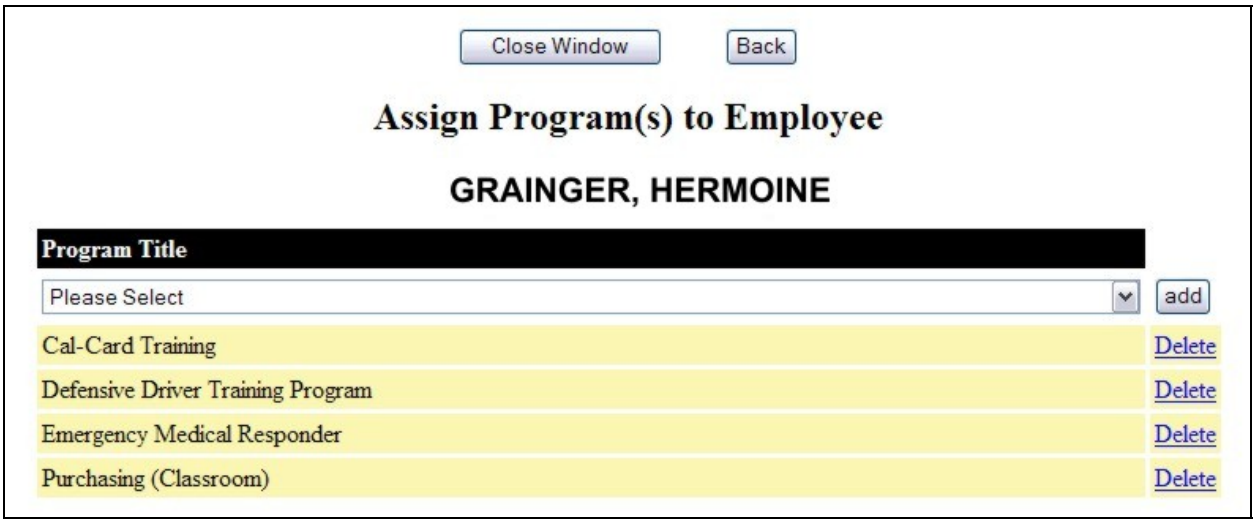
C. **Program(s)-Employee**: A Supervisor can assign programs from the Training Catalog to an Employee based on their position. By clicking the Program(s)-Employee link within the Supervisor drop down menu, a screen will appear that will look similar to this:



1. **Employee's Home Page**: Click the Employee's name to view their Home Page.

NOTE: Prior to assigning programs to an Employee, the Supervisor must consider programs that have already been listed on their Home Page under Required Programs.

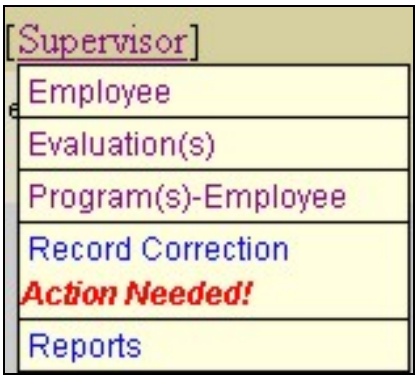
2. **Required Programs**: Click the # link in the Programs Required column, a screen will appear that will look similar to this:



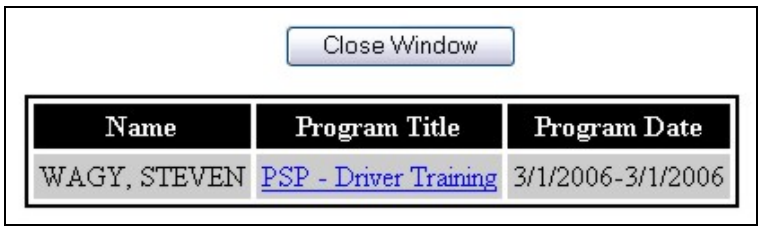
a. To add a Required Program to an Employee, select a program from the drop down menu and click **add**. This program will now be added to the **Required Programs** listed on their Home Page.

b. To remove a program, click **Delete**. This Program will be removed from this screen and from the Employee's Home Page.

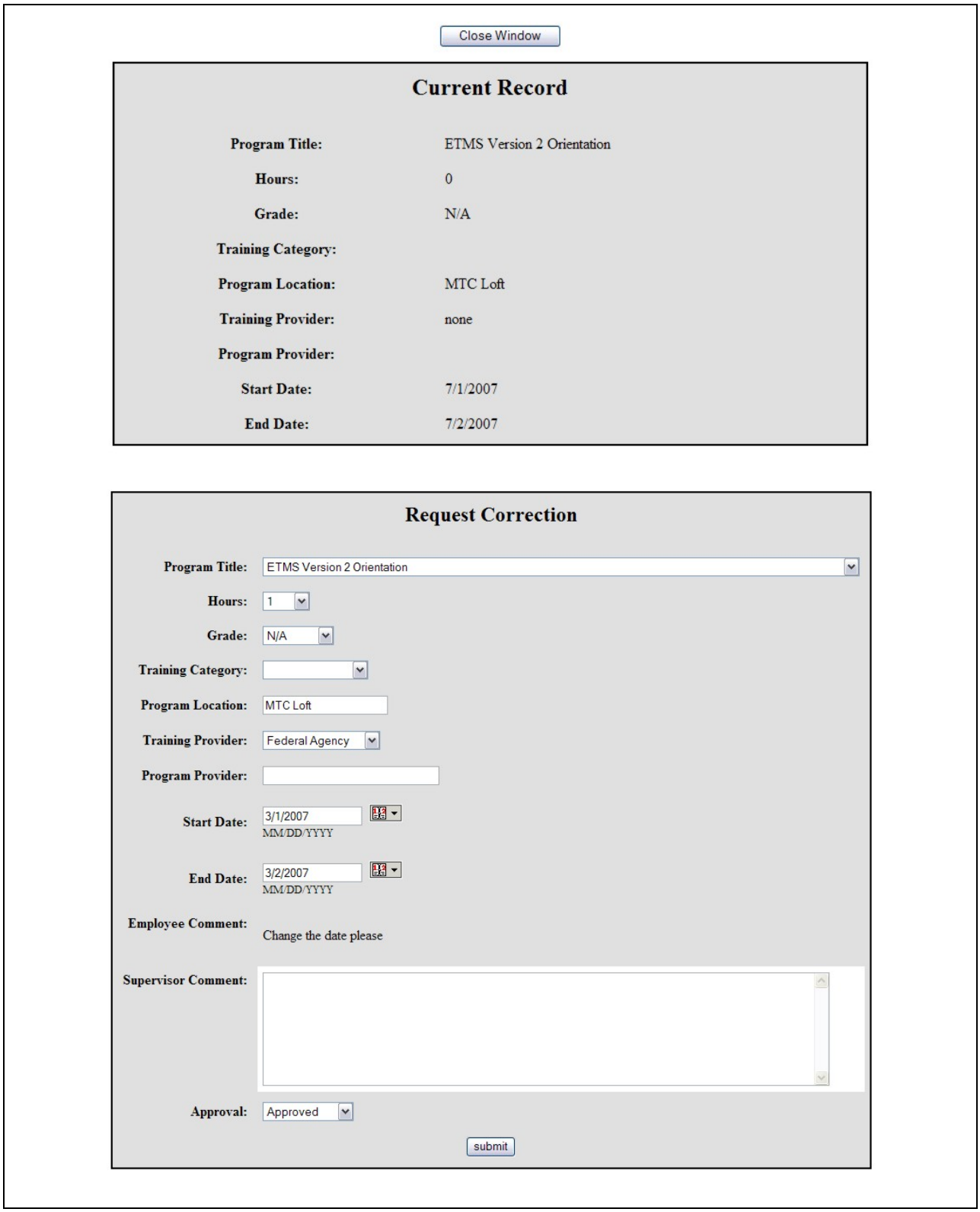
D. **Record Correction**: Employees have the ability to request a correction to a training program on their Training Record. The Supervisor will be notified via email of a pending Record Correction request and ***Action Needed!*** will appear under the Record Correction link.



1. By clicking the Record Correction link within the Supervisor drop down menu, a screen will appear that will look similar to this:



a. **Record Correction**: Click the Program link under Program Title column. The screen will look similar to this:



(1) **Current Record**: Displays the current Training Record.

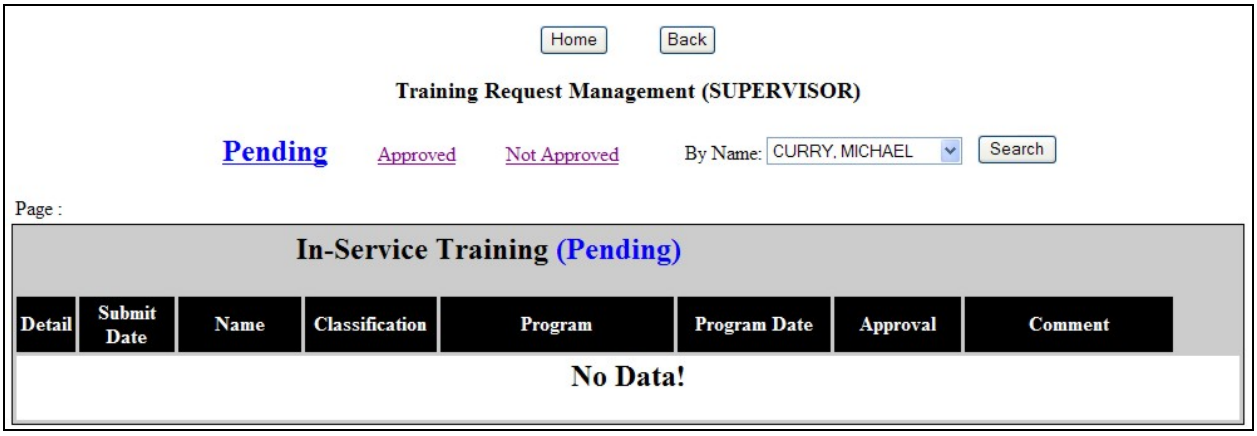
(2) **Request Correction**: Displays the corrected Training Record with Employee comment. The Supervisor has the ability to edit the record as well as provide a comment.
   (a) **Approved**: Select approved and click **submit** the Record Correction will then be forwarded to the Training Coordinator or System Administrator for approval action.
   (b) **Disapproved**: Employee will receive an email indicating the correction was not approved.

E. **Reports**: By clicking the Reports link within the Supervisor drop down menu, a screen will appear with several standard reports. The screen will look similar to this:

1. **Review Reports**: Click the report you want to view and complete the required fields and submit.

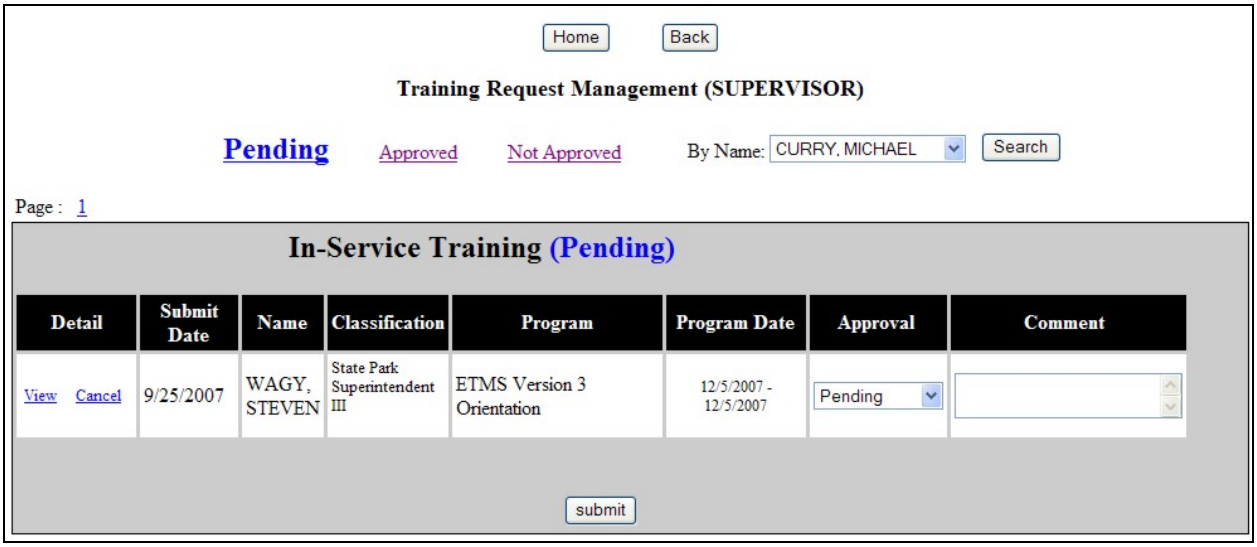
II. TRAINING REQUEST MANAGEMENT: To manage all In-Service and Out-Service Training Requests for their Employees, a task bar called **Training Request Mgt : SPVR:IN(0)-OUT(0)** is located on their Home Page. The number within the parenthesis is the link to the number of pending In-Service or Out-Service Training Requests that require action by the Supervisor.

A. **In-Service Training Request**: By clicking the (#) link, the Supervisor can view all Pending, Approved and Not Approved Training Request. The screen will look similar to this:



NOTE: The link defaults to the Pending In-Service Training Request.

1. Pending: This link displays all Training Requests that are pending approval action by the Supervisor. The screen will look similar to this:



a. **Detail:**
   (1) **View**: Click the View link to display the details of the Employee Training Request.
   (2) **Cancel**: Click the Cancel link to cancel a Training Request prior to the Sub-Group Manager or Manager taking approval action.

b. **Approval Action**: From the drop down menu in the Approval column, the Supervisor can Approve or Not Approve the Training

Request. If Not Approve is selected, the Supervisor must provide a comment.

c. **Submit**: The Training Request will be sent to the Sub-Group Manager or Manager for their approval action.

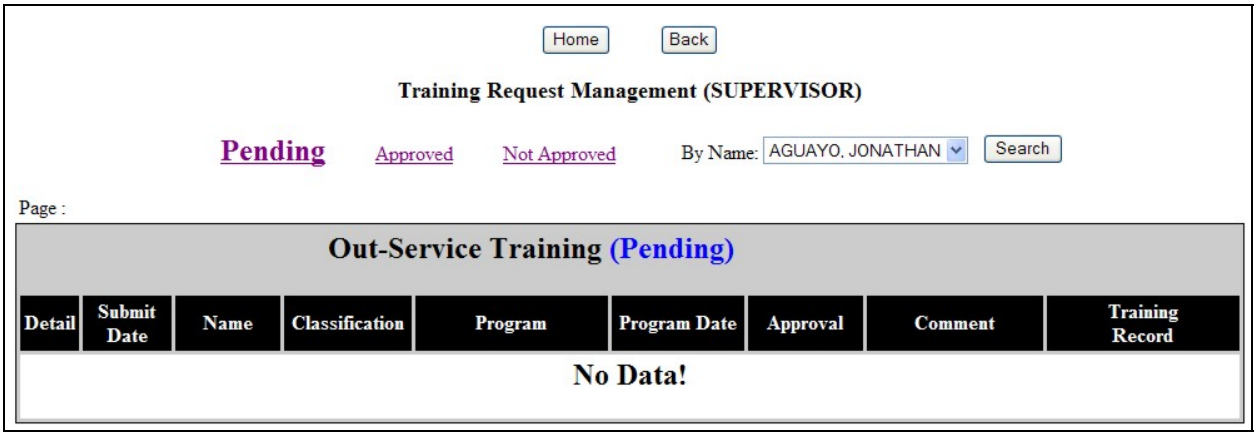
2. Approved: This link displays all Training Requests that have been approved by the Supervisor. Supervisors have the ability to cancel or edit any approved Training Requests that they have not been acted upon by the Sub-Group Manager or Manager.

3. Not Approved: This link displays all Training Requests that have not been approved by the Supervisor. Supervisors have the ability to cancel or edit any Training Requests they have not approved.

4. **Search by Employee Name**: The Supervisor has the ability to view all Training Requests that have been submitted by an Employee. Select the Employee from the drop down menu and click the Search link.

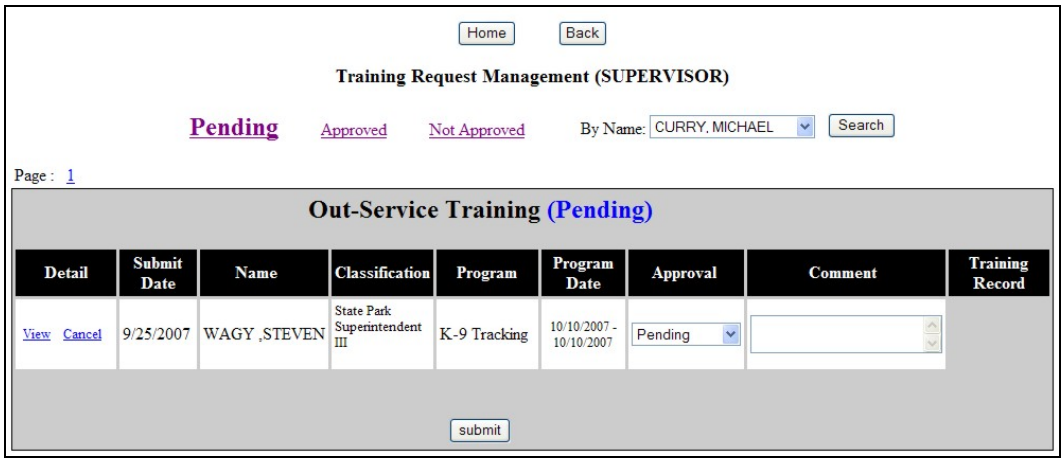
5. **Page**: There are nine records displayed per page. To view additional records click the page # link(s).

B. **Out-Service Training Request**: By clicking the (#) link, the Supervisor can view all Pending, Approved and Not Approved Training Request. The screen will look similar to this:



NOTE: The link defaults to the Pending In-Service Training Request.

1. Pending: This link displays all Training Requests that are pending action by the Supervisor. The screen will look similar to this:

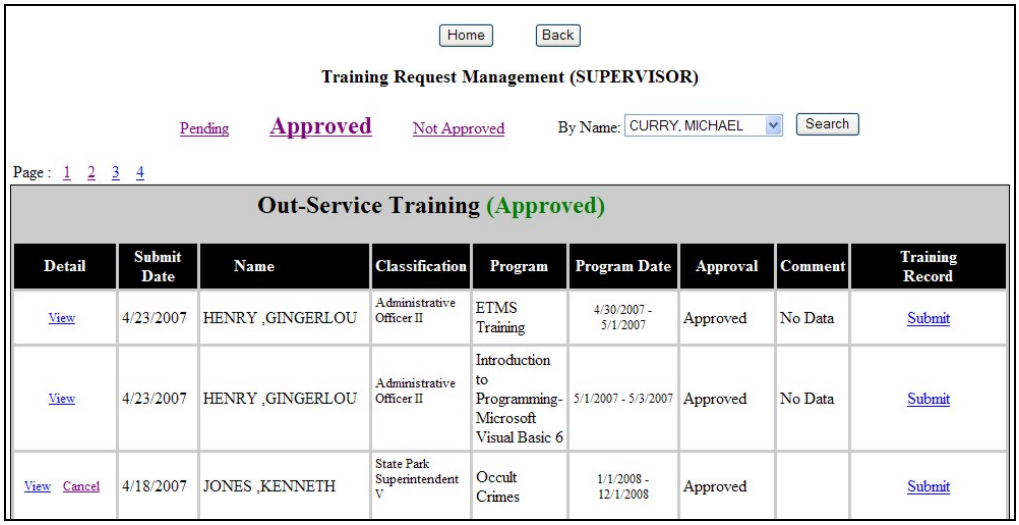


a. **Detail**:
   (1) **View**: To view the details of the Employee Training Request, click the View link.
   (2) **Cancel**: To cancel a Training Request prior to the Sub-Group Manager or Manager taking action, click the Cancel link.

b. **Approval Action**: From the drop down menu in the Approval column, the Supervisor can Approve or Not Approve the Training Request. If Not Approve is selected, the Supervisor must provide a comment.

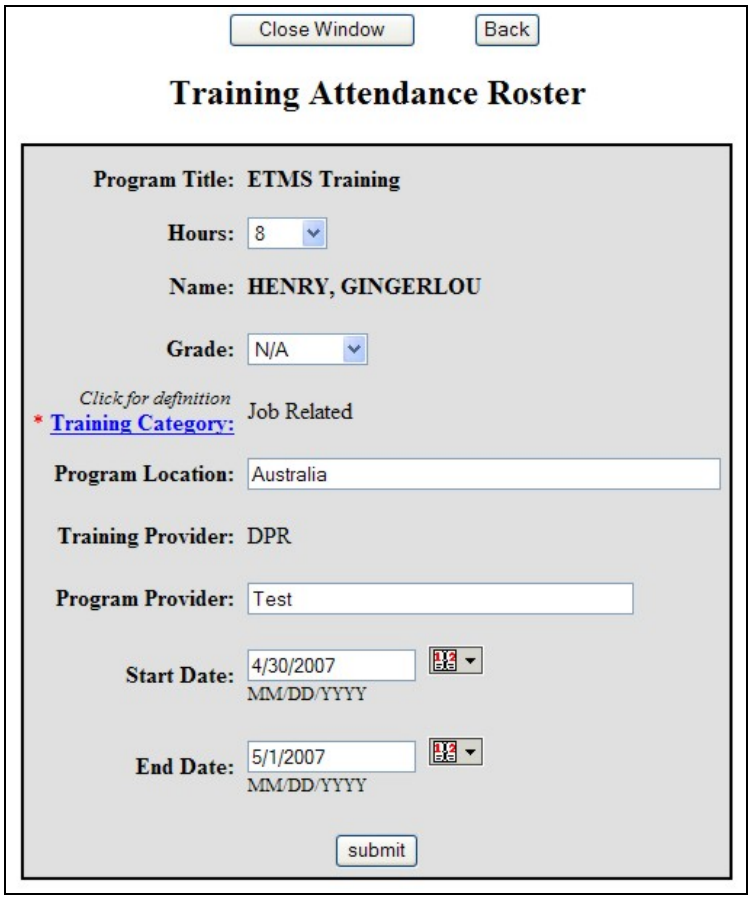
c. **Submit**: The Training Request will be sent to the Sub-Group Manager or Manager for their approval action.

2. Approved: This link displays all Training Requests that have been approved by the Supervisor. Supervisors have the ability to cancel or edit any approved Training Requests that they have not been acted upon by the Sub-Group Manager or Manager. The screen will look similar to this:



a. **Detail**
   (1) **View**: Click the View link to view the details of the Training Request.
   (2) **Cancel**: Click the Cancel link to cancel any Training Request that the Sub-Group Manager or Manager has not taken approval action.

b. **Training Record**: Once the Supervisor has certified that the Employee has completed the Program, click the Submit link to add the program to the Employee's Training Record. The screen will look similar to this:



   (1) Review the program information and edit as required and click **submit**. The program has now been added to the Employee's Training Record.

3. Not Approved: This link displays all Training Requests that have not been approved by the Supervisor. Supervisors have the ability to cancel or edit any Training Requests they have not approved.

4. **Search by Employee Name**: The Supervisor has the ability to view all Training Requests that have been submitted by an Employee. Select the Employee from the drop down menu and click the Search link.

5. **Page**: There are nine records displayed per page. To view additional records click the page # link(s).

III. COURSE LEADER MANAGEMENT: To manage all Course Leader Requests for their Employees that have the Instructor Role, a task bar called **Course Leader Mgt : SPVR : (0)** is located on their Home Page. The number within the parenthesis is the link to the number of pending Course Leader Requests that require action by the Supervisor.

A. **Course Leader Request**: By clicking the (#) link, the Supervisor can view all Pending, Approved and Not Approved Course Leader Request. The screen will look similar to this:

Home

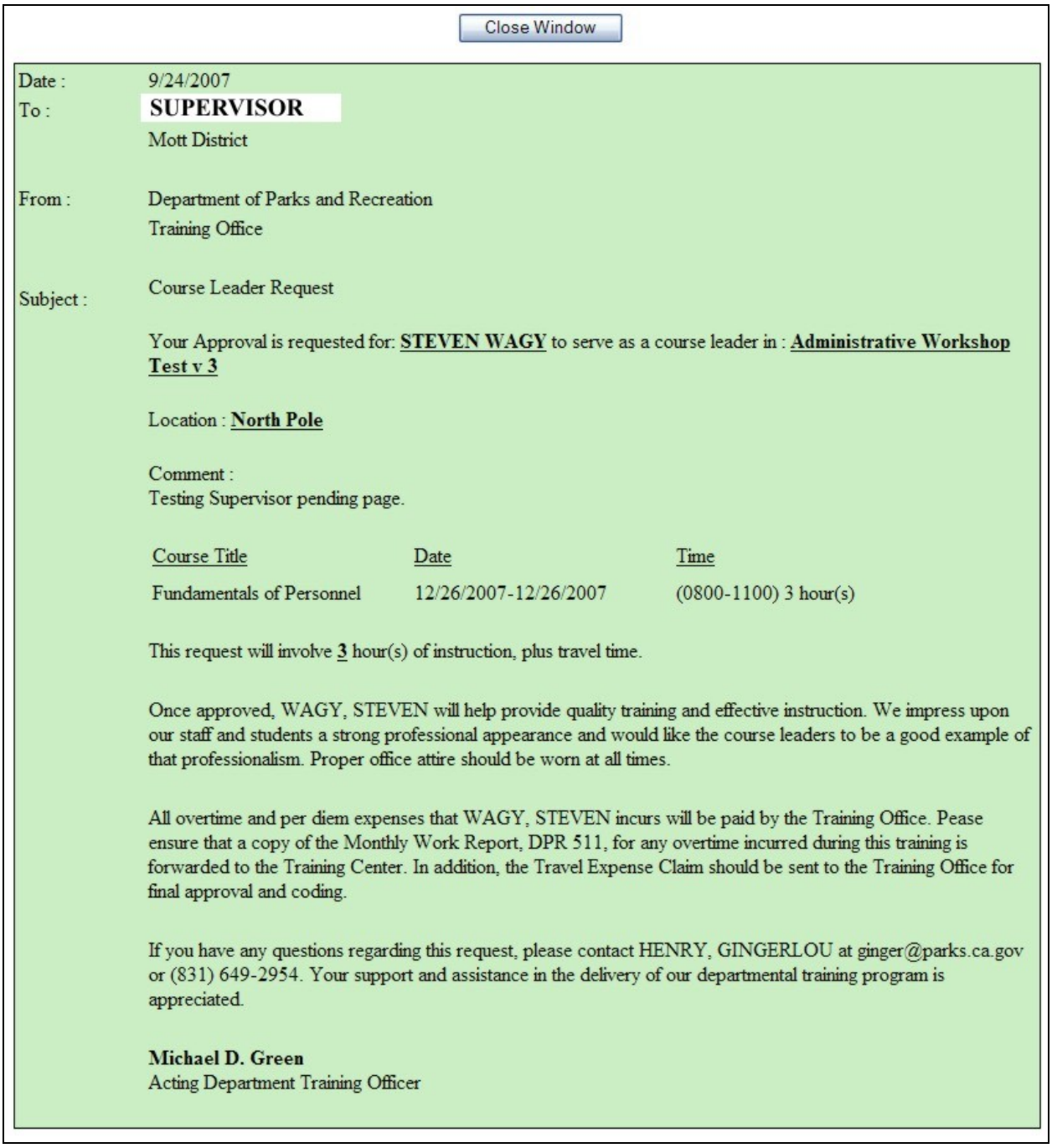
Course Leader Request- Supervisor

Pending Approved Not Approved

Detail	Course Leader	Program Detail	Date/Time Requested	Total Hours	Instructor Approval	Supervisor Approval	SGM Approval	Manager Approval	Training Specialist
View	WAGY, STEVEN	Administrative Workshop Test v 3 North Pole	Fundamentals of Personnel 12/26/2007-12/26/2007 (0800-1100)	3	Approved 9/24/2007	HENRY, GINGERLOU Approval : Yes No	COMBS, CHARLES Pending	GREEN, MICHAEL Pending	HENRY, GINGERLOU (831) 649-2954

NOTE: The link defaults to the Pending Course Leader Request.

1. Pending: This link displays all Course Leader Requests that are pending approval action by the Supervisor.
   a. **Details**: To view the Course Leader Request, click the View link. The screen will look similar to this:



Close Window

Date : 9/24/2007

To : **SUPERVISOR**
Mott District

From : Department of Parks and Recreation
Training Office

Subject : Course Leader Request

Your Approval is requested for: **STEVEN WAGY** to serve as a course leader in : **Administrative Workshop Test v 3**

Location : **North Pole**

Comment :
Testing Supervisor pending page.

Course Title	Date	Time
Fundamentals of Personnel	12/26/2007-12/26/2007	(0800-1100) 3 hour(s)

This request will involve **3** hour(s) of instruction, plus travel time.

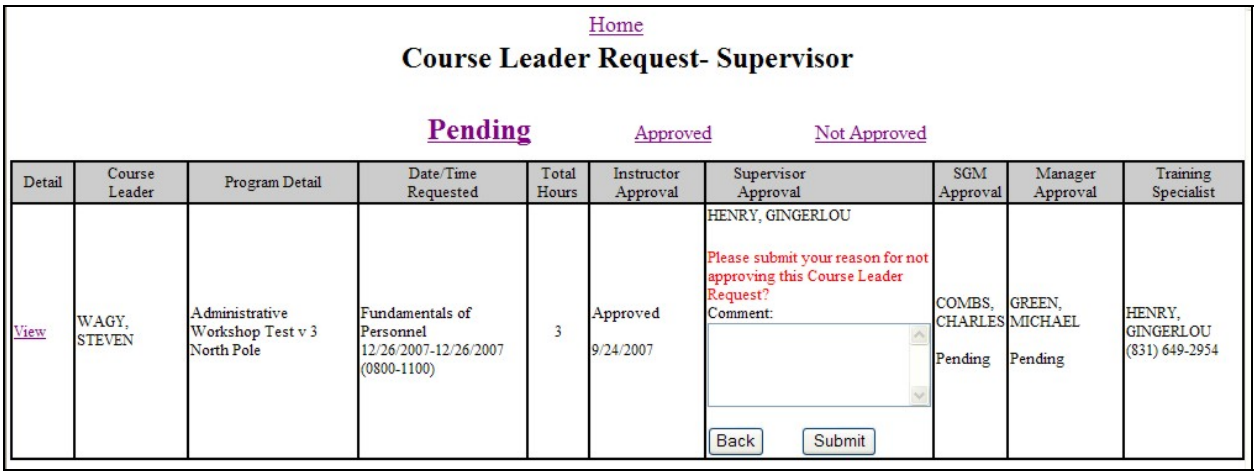
Once approved, WAGY, STEVEN will help provide quality training and effective instruction. We impress upon our staff and students a strong professional appearance and would like the course leaders to be a good example of that professionalism. Proper office attire should be worn at all times.

All overtime and per diem expenses that WAGY, STEVEN incurs will be paid by the Training Office. Pease ensure that a copy of the Monthly Work Report, DPR 511, for any overtime incurred during this training is forwarded to the Training Center. In addition, the Travel Expense Claim should be sent to the Training Office for final approval and coding.

If you have any questions regarding this request, please contact HENRY, GINGERLOU at ginger@parks.ca.gov or (831) 649-2954. Your support and assistance in the delivery of our departmental training program is appreciated.

Michael D. Green
Acting Department Training Officer

b. **Supervisor Approval**:
   (1) **Approve:** To approve a Course Leader Request, click the Yes link under the Supervisor Approval column. An email is generated by ETMS and sent to Sub-Group Manager or Manager for approval action.
   (2) **Not Approved**: To not approve a Course Leader Request, click the No link under the Supervisor Approval column. Complete the comment and click **Submit**. The screen will look similar to this:



Home

Course Leader Request- Supervisor

Pending Approved Not Approved

Detail	Course Leader	Program Detail	Date/Time Requested	Total Hours	Instructor Approval	Supervisor Approval	SGM Approval	Manager Approval	Training Specialist
View	WAGY, STEVEN	Administrative Workshop Test v 3 North Pole	Fundamentals of Personnel 12/26/2007-12/26/2007 (0800-1100)	3	Approved 9/24/2007	HENRY, GINGERLOU Please submit your reason for not approving this Course Leader Request? Comment: Back Submit	COMBS, CHARLES Pending	GREEN, MICHAEL Pending	HENRY, GINGERLOU (831) 649-2954

The system will generate an email to the Training Specialist with a copy to the Instructor.

2. Appproved: This link displays all Course Leader Requests that have been approved by the Supervisor.

3. Not Appproved: This link displays all Course Leader Requests that have not been approved by the Supervisor.